DOCUMENT RESUME

ED 130 632 IR 004 164

AUTHOR Blomgren, Carolyn; And Others
TITLE Executive Board Handbook with Constitution and By-Laws.
INSTITUTION New Jersey School Media Association, New Brunswick.
PUB DATE 76
NOTE 20p.

EDRS PRICE MF-$0.83 HC-$1.67 Plus Postage.
DESCRIPTORS Governing Boards; Guides; *Media Specialists; *Professional Associations; Secretaries
IDENTIFIERS *New Jersey School Media Association

ABSTRACT

This handbook describes the rules and responsibilities of the officers of the New Jersey School Media Association, including: president; president elect; vice-president; recording secretary; corresponding secretary; treasurer; member-at-large; and committee members. Also included is a statement of procedures for reimbursement and a copy of the organization's constitution and by-laws. (EMH)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED130632

Executive Board Handbook
with
Constitution and By-Laws

This handbook is designed to help Association officers and committee chairmen execute the duties required by their positions and is designed to be used in conjunction with the Constitution and By-Laws of the Association. Each officer or chairman may consult the files of the archives for complete annual reports of any specific office. The Association's business is to be conducted in accordance with Robert's Rules of Order.

This revision of the Handbook of Procedures for Officers and Committee Chairmen was prepared during the spring of 1976 and presented to the Executive Board of NJSMA for approval in June 1976. The Committee recommends that possible future revision be considered no later than the 1981-1982 school year.

Carolyn Blomgren *Jean Harris*
Diane deCordova *Joan Patton*
Virginia Hunter, Chairman

IR004 164

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

New Jersey
School Media Association

OFFICERS

All officers, with the exception of the Treasurer, take over their duties at the termination of the annual spring meeting at which their election is announced.

They attend Executive Board and Association meetings at which they make progress reports. When specific recommendations are to be made or reports are lengthy, they shall provide mimeographed copies for distribution. One copy shall be given to the Recording Secretary for inclusion in the official minutes.

Each officer turns over to his successor copies of records of further value, including a copy of his own annual report and the Handbook of Procedures for Officers and Committee Chairmen.

PRESIDENT

Presides at all meetings of the Association and of the Executive Board.

May call special meetings of either body and also meetings of the Executive Committee.

Calls Executive Board meetings and prepares their agenda. Also prepares the agenda for Association meetings.

After the annual spring meeting, the past President calls a joint meeting of past and new Executive Boards at which files are turned over to each succeeding officer or chairman.

In June the new President calls a meeting of his full committees to plan the year's activities and prepare budget requests.

Is an ex-officio member of all committees except the Nominating Committee.

Appoints chairmen of standing committees at spring meeting after assuming office. In making such appointments attention shall be given to names received from forms published in fall issue of Signal Tab. Names of volunteers for committees shall be passed on to chairmen.

May appoint special committees.

With the approval of the Executive Board appoints a Nominating Committee of at least five members before the fall meeting of the Association. Also appoints an Election Committee to prepare the ballots and to count the results.

When a vacancy occurs in office, except those of President-Elect or Vice-President, appoints with the approval of the Executive Board a person to fill the unexpired term.

Instructs the Nominating Committee to conduct a special election if the office of Vice-President becomes vacant.

Represents the Association on the Executive Board of NJLA, the Advisory Board of the Graduate School of Library Service of Rutgers, and in professional associations with which NJSMA is associated.

Represents the Association at AASL meetings.

Includes the President-Elect and Vice-President in activities to prepare for their succession to office.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits a copy to Archivist and another to the editor of Signal Tab.

PRESIDENT-ELECT

Performs the duties of the President in his absence.

Fills the unexpired term of the President should that office become vacant, and in addition serves his own term as President.

Succeeds to the office of President following the annual spring meeting.

Serves as chairman of the Program Committee. (See duties of this committee).

Prepares and sends program information for all Association meetings to the membership.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

VICE-PRESIDENT

Performs the duties of the President in the absence of both the President and the President-Elect.

Fills the unexpired term of the President-Elect should that office become vacant, and in addition serves his own term as President-Elect.

Succeeds to the office of President-Elect following the annual spring meeting.

Serves as a member of the Program Committee.

Serves as chairman of any sub-committee planning institutes or workshops.

Makes arrangements for Executive Board meetings.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

RECORDING SECRETARY

Records the proceedings of the Association meetings and of the Executive Board meetings and keeps these bound, readily available at all times.

Maintains a record of the personnel of all standing committees and of the personnel and dates of service of all special committees. Keeps them available for ready reference.

Keeps available at all times official copies of the Constitution and By-Laws, and the Handbook of Procedures for Officers and Committee Chairmen.

Mails copies of the minutes of the Executive Board meetings to its members as soon as possible after each meeting and before the following meeting.

Receives from each officer, except the Treasurer, and from each committee chairman a written annual report one month prior to the date of the annual spring meeting.

Includes with these the original copy of his own annual report. These original copies are made part of the minutes of the Executive Board meeting preceding the annual spring meeting.

Compiles the written reports, summarizing where necessary, duplicates them, and has them available for distribution at the annual spring meeting. Sends a copy of this compilation to the editor of Signal Tab.

Sends a copy of own annual report to Archivist. Retains copy for successor.

After the annual spring meeting turns over to Archivist all records for the year previous to the year just completed. Turns over all other records to successor.

CORRESPONDING SECRETARY

Sends and receives correspondence for the Association and Executive Board as requested.

Maintains a file of important communications received and sent.

Prepares call of Executive Board meetings with the President's approval and sends it to all members of the Executive Board.

Distributes copies of the Constitution and By-Laws to each new Executive Board member.

Makes sure that each Executive Board member received a copy of the Handbook of Procedures in the file passed to him by his predecessor.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

TREASURER

Takes over duties on July 1, the beginning of the fiscal year.

Between the adjournment of the annual spring meeting at which the new Treasurer is announced and the beginning of the new fiscal year works with the succeeding Treasurer as much as is practical. Both attend Executive Board meetings during this period.

Receives and accounts for all funds of the Association.

Receives budget requests from committee chairmen and officers. With the help of the Past President, President, President-Elect, and Vice-President prepares a proposed budget to be submitted at the September Executive Board meeting.

Prepared copies of the budget approved by the Executive Board for distribution to the membership at the annual fall meeting.

Submits a written Treasurer's report at each Executive Board meeting.

Prepares a detailed report for presentation at regular meetings of the Association and has copies available for distribution at these times.

Recommends for Executive Board approval an Auditor to be appointed to verify the accounts of the Association at the end of the fiscal year.

Serves until the end of the fiscal year, June 30. After the audit turns over to his successor the current account books, bank books, check books, and other records of the year past. Books and records for the year previous to that are to be turned over to the Archivist.

MEMBER-AT-LARGE

Arranges to attend meetings of various county and local associations and reports their activities and concerns to the Executive Board. In this way represents membership on Executive Board.

Carries out special duties assigned by President.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

STANDING COMMITTEES

Chairmen shall be appointed for one year by the incoming President, the appointments to be announced at the annual spring meeting.

Each chairman shall select as many members as are necessary to carry on the work of his committee. He shall select when possible volunteers either from Signal Tab forms or from membership forms.

Each chairman shall report names of committee members to the Recording Secretary and to the editor of Signal Tab for publication in fall issue.

All chairmen are members of the Executive Board and are expected to attend its meetings as well as those of the Association.

A chairman who finds by September that he is unable to fulfill the duties assigned to him shall submit his resignation in writing to the President.

A progress report of each committee is called for at each Executive Board meeting.

Each chairman turns over copies of records of further value to his successor, including a copy of his own annual report and the Procedures Handbook.

ARCHIVES COMMITTEE

Chairman is entitled the Archivist.

Archivist is in charge of seeing that all records pertaining to the history of the Association are retained.

At the joint Executive Board meeting Archivist collects from officers and committee chairmen any outstanding books and records except those of the previous year.

Stores archival items in the school section of the State Library.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Places copy in archives. Retains copy for successor.

AREA LIBRARIES COMMITTEE

Serves as liaison between the Directors of Area Libraries and the Association.

Chairman attends meetings of the Directors of Area Libraries and reports to the Executive Board matters of interest and value to school media specialists.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

COUNTY LIAISON COMMITTEE

Assists in the development of local and county associations, particularly in unorganized areas.

Promotes membership in NJSMA, the state association.

Informs local and county associations on a regular basis regarding NJSMA Executive Board action.

Forwards local and county news to the editor of Signal Tab.

Provides, by the September Executive Board meeting, a directory of all county presidents and representatives. As soon as possible sends a copy of this directory to the school section of the State Library.

Calls and presides over the County Contact Breakfast meetings at the fall and spring conferences.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

DEVELOPMENT OF SCHOOL MEDIA PROGRAMS COMMITTEE

Plans, initiates, and implements programs designed to improve school media services in New Jersey.

Cooperates with any state or national organization in school media development activities.

Reviews and updates, at least every third year, the publications Programs of media centers recommended for visiting and observation.

Reviews and updates the Association's slide set, Outstanding media centers of New Jersey.

Reviews and updates the publication, Guidelines for the evaluation of media specialists (librarians).

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

EDUCATION FOR MEDIA SERVICE COMMITTEE

Studies and reviews the needs for education, including continuing education, in New Jersey in the field of school media service, consistent with New Jersey certification requirements. Committee recommends programs to meet these needs to Rutgers Graduate School of Library Service and other schools in the state offering media training for school media specialists.

Serves as an informal liaison to any State Department of Education/Higher Education concerned with the field of media training.

Serves as liaison with committees from other professional organizations concerned with the field of media training.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

HOSPITALITY COMMITTEE

Chairman is a member of the Program Committee.

Provides notification regarding meal functions, including reservation forms to be returned to the chairman, in program mailings or in Signal Tab.

Prepares any tickets needed for meal functions or other meetings.

Receives advance registrations and payment for meal functions and other functions. Reports number of registrations to Program Committee Chairman and turns payment over to Treasurer.

Hands out prepaid tickets at the door of each function and sells any balance of tickets available.

Provides coffee and tea at regular Executive Board meetings.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

INTELLECTUAL FREEDOM COMMITTEE

Serves as liaison with committees on intellectual freedom of other groups such as NJLA and ALA, advising the Association on matters before such groups and their implications to media service for students.

Is responsible, at the direction of the Executive Board, for periodical updating of the NJSMA Selection Policy Statement.

Brings to the attention of the Executive Board problems in the area of intellectual freedom in any school media center in New Jersey.

Prepares and gathers materials which will advise media personnel of available services and support in formulating policies of intellectual freedom and in resisting local pressure and community action designed to impair the rights of users.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

LEGISLATIVE COMMITTEE

Keeps members informed about legislation pertinent to the affairs of the Association or its members through articles in Signal Tab or at Association meetings.

Promotes the enactment of laws which will improve the status of school media centers.

Serves as liaison with committees from other professional organizations concerned with legislation affecting school media centers.

Upon direction of the Executive Board communicates NJSMA's official position on matters pertaining to legislation affecting school media centers.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

MEMBERSHIP COMMITTEE

Chairman is announced at spring meeting. By September 1st chairman appoints a committee member from each county or regional association and begins membership drive.

Sends a cordial invitation to join the Association through a mailing which is sent with the early fall newsletter of the Library Development Bureau to all school media centers in New Jersey.

Sends the same invitation to all instructors in school media courses in New Jersey colleges.

Sends invitation to join as associate members to commercial organizations such as those listed in programs as exhibitors at professional conferences including those of NJEA and NJLA-NJSMA, to members of the Bookmen's Club, and to other firms dealing with educational materials.

Uses past year's mailing labels to send renewal notices to all members except those holding honorary life memberships.

Keeps the official list of all members of the Association with correct home address and phone number, school position and address, and type of membership.

Notifies by December 1st all members who have not yet paid their dues.

Drops from the rolls all members who have not paid dues by January 1st.

Grants membership through the succeeding fiscal year to anyone joining after January 1st who has not previously been a member of the Association.

Members' dues shall first be mailed to the Membership Chairman for his record, after which checks and monies shall be forwarded by the chairman to the Treasurer for deposit.

Sends membership card indicating type of membership to each member upon receipt of dues and to any scholarship recipient.

Sends an honorary membership card to each honorary member elected for life by the Executive Board and passes list of such honorary members to successor.

Sends to mailing service up-to-date information concerning names and addresses of new members, address changes of members, and names to be deleted from the membership list.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

PROFESSIONAL RELATIONS COMMITTEE

Represents and interprets the objectives and program of school media centers and of NJSMA to other professional organizations and develops ways of working together with them. Committee shall serve as a clearinghouse for promotional ideas from these groups.

Sets up procedures to be kept informed of progress of all committees within NJSMA making contacts with other professional groups in order to ensure a unified program of presentation.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

PROGRAM COMMITTEE

Committee consists of the President-Elect who is chairman, the Vice-President, the Hospitality Committee Chairman, the Publicity Committee Chairman, and other appointed members.

Is responsible for all programs of the Association.

Cooperates with NJLA or other associations when joint meetings are arranged.

In cooperation with the President plans all programs of the Association during the fall conference with NJEA and the spring conference with NJLA.

Secures speakers and other program participants as decided upon.

Provides name tags for speakers and officers for meetings and procures badges as needed from NJEA in the fall and NJLA in the spring.

Makes reservations for meeting rooms suitable for each program.

Makes arrangements for facilities (microphones, projectors, required engineers, etc) needed for each program.

For meal functions plans meals and makes reservations for dining rooms.

Provides information about programs directly to the editors of Signal Tab, Infokineticator, and New Jersey Libraries and to the Library Development Bureau in Trenton for announcements preceding meetings.

Makes arrangements (hotel rooms, transportation, etc.) for the convenience of those participating in the programs.

Introduces speakers.

Arranges to have a recorder prepare an article for each program session and forward it to the editor of Signal Tab.

For any institute or workshop of the Association the Vice-President is chairman of the sub-committee planning the program and making arrangements.

Chairman keeps chronological log of his activities to serve as a guide for successor.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

PUBLICATIONS COMMITTEE

Periodically arranges for publishing professional writings of interest to Association members.

Periodically updates New Jersey in the classroom.

Periodically updates the published history of the Association.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

PUBLICITY COMMITTEE

Obtains publicity for the Association through appropriate channels, such as professional journals, newspapers, etc.

Cooperates with appropriate agencies in keeping the public informed about media services and their need of support.

Submits article concerning the scholarship winner to the appropriate newspapers.

Chairman is a member of the Program Committee.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

SCHOLARSHIP COMMITTEE

Acts as liaison between institutions offering approved media programs in the metropolitan area and the Association in securing suitable candidates for the scholarship which is awarded for study at that institution. Candidates must be New Jersey residents.

Answers inquiries concerning the scholarship and application procedures.

Reviews applicants and makes a final selection prior to the March Executive Board Meeting.

Secures Executive Board approval of the award to the candidate selected.

Notifies winner and carries on necessary correspondence with him and with the school regarding payments.

Invites winner to be present at the spring business meeting of NJSMA and acts as his host.

Prepares announcement of the winner for publication in Signal Tab and sends copy to Publicity Chairman for publication in winner's hometown newspaper.

Arranges a one-year gift membership in NJSMA for scholarship recipient.

Makes recommendations concerning need for and amount of such scholarships in the interest of furthering the profession.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to Archivist.

SIGNAL TAB COMMITTEE

Publishes Signal Tab, a quarterly newsletter which serves as a direct line of communication to and from all members.

Signal Tab shall be used to collect and disseminate information concerning professional activities from county associations, local school districts, and individuals.

Fall issue of Signal Tab shall list extant committees and committee members.

Fall issue shall contain a form to be used for nominating members to run for office or for volunteering to run for office or serve on committees.

Instructions on these forms shall have them mailed directly to the President.

Late spring issue shall contain retiring President's report and compilation of reports of out-going officers and committee chairmen prepared by the Recording Secretary.

By agreement with NJAECT program announcements will be sent by the NJAECT Program Chairman to the editor of Signal Tab for publication.

Submits the original copy of a written annual report to the Recording Secretary one month prior to the date of the annual spring meeting. Retains copy for successor. Submits copy to the Archivist.

SPECIAL APPOINTMENTS

Some functions of the Association are to be carried out by individuals or committees appointed by the President to serve for

a period of less than the usual one-year term or to accomplish a special purpose as needed.

Instructions at the time of the appointment will guide them. They will usually be discharged after making their reports. If not discharged, their function is assumed terminated at the expiration of the current year, unless instructed otherwise.

The appointments listed below are required by the constitution and By-Laws.

AUDITOR

Audits the Association's accounts at the end of the fiscal year, before the Treasurer's records are turned over to the new Treasurer.

Submits a report in writing concerning the condition of these accounts to the President at the completion of the audit. Submits a copy of the report to the Recording Secretary for inclusion in the completed year's minutes. Submits a copy to Archivist and retains a copy in file for successor.

NOMINATING COMMITTEE

Immediately after the annual fall meeting of the Association this committee shall seek nominees from among active and honorary members, two for each office except President, President-Elect, and one Member-at-Large.

(The Vice-President and President-Elect automatically succeed to the offices of President-Elect and President, and each of the two Members-at-Large serves a two-year term beginning in alternate years.) It is recommended that the committee nominate the present Membership Chairman as one candidate for Treasurer in the succeeding term. Consideration for nominations shall be given to Association members who volunteered or were nominated to run for office in the forms appearing in the fall issue of Signal Tab and whose names were forwarded to the Nominating Committee Chairman by the President.

Chairman submits a report in triplicate to the President by January 15. The extra copies are to be given to the Archivist and Recording Secretary at the next Executive Board meeting. Chairman retains copy for own files. After submitting report, chairman shall return cumulative files of the Nominating Committee to the President.

ELECTIONS COMMITTEE

Prepares ballots listing the nominees for each office and member-at-large to be elected with accompanying professional biography of each and including spaces in which write-in votes may be added for each.

Arranges to have ballots duplicated and mailed to all active and honorary members on or before February 15.

Includes return address and notice that completed ballots must be received by Chairman of Elections Committee no later than March 15.

Counts returned ballots, determines results and submits a written report of the outcome to the current President and President-Elect by March 20.

Sends copy of the report to the editor of Signal Tab.

Submits copies of the report to the Archivist and Recording Secretary at the annual spring meeting.

After submitting report, chairman shall return cumulative files of the Election Committee to the President.

REIMBURSEMENT POLICY

PRESIDENT'S EXPENSES

Cost of phone calls made for NJSMA business will be reimbursed.

Postage used for Association correspondence will be reimbursed.

Mileage costs incurred as the designated representative of NJSMA will be reimbursed at 15¢ per mile or at the federal reimbursable travel allowance if higher.

Cost of meal functions attended as the Association representative will be reimbursed.

At conventions the Association will pay for the President's room which shall be available for official Association business.

The President shall represent NJSMA at AASL meetings during the ALA summer conference. Reimbursable expenses shall include registration fee, hotel room, travel fare, and AASL meal functions.

If requested by the President's school district, substitute's pay up to ten days shall be paid by NJSMA when the President must be absent on Association business.

OTHER EXECUTIVE BOARD EXPENSES

Cost of telephone calls and postage incurred by Executive Board members on Association business shall be reimbursed.

As special situations arise, reimbursement for expenses can be made to Executive Board members if approval in advance is given by the Board for incurring the expense.

Any expense reimbursable to the President shall be reimbursed to a Board member asked by the President to replace him as NJSMA representative.

CONSTITUTION AND BY-LAWS OF THE NEW JERSEY SCHOOL MEDIA ASSOCIATION

CONSTITUTION

Article I. NAME

This organization shall be known as the New Jersey School Media Association.

Article II. PURPOSE

The purpose of the Association shall be to advance high standards of media programs in the schools of New Jersey and to function in liaison with other educators for the purpose of interpreting and implementing school media programs.

Article III. MEMBERSHIP

Section 1. Active Membership. Active membership shall be open to those professionally certified media personnel whose primary responsibility is to a media program, who are employed by and serving professionally the schools of New Jersey and who have paid their annual dues. Retired media personnel are eligible for active membership. Also eligible for active membership are faculty members in school media personnel training programs in New Jersey colleges.

Section 2. Associate Membership. Associate membership shall be open to any person or commercial organization interested in supporting the school media programs of New Jersey, including students pursuing college media studies. Any person eligible for active membership shall be ineligible for Associate membership.

Section 3. Honorary Membership. Honorary membership may be granted to any person elected for life by the Executive Board. Nominations may be made to the corresponding secretary in writing by any member of the Association.

Article IV. OFFICERS

Section 1. Officers. The officers of the Association shall be president, president-elect, vice-president, recording secretary, corresponding secretary, and treasurer. These officers and the two elected members-at-large shall comprise the Executive Committee.

Section 2. Election. These officers and one member-at-large shall be elected by mail before the annual spring meeting, except that the president-elect shall automatically become president and the vice-president shall become president-elect without further election.

Section 3. Term of office. The term of office shall be for one year. All officers except the treasurer shall serve until the adjournment of the meeting at which their successors are installed. The treasurer shall serve until the end of the fiscal year.

Section 4. Duties. These officers shall perform the duties usually pertaining to their offices and such other duties as may be outlined in the By-Laws or directed by the Executive Board.

Section 5. Vacancy. The president, with the approval of the Executive Board, shall have the power to fill all vacancies in office except those of president-elect and vice-president. Any person so appointed shall serve only until the next annual meeting. If the office of the president becomes vacant, the president-elect shall become president and the vice-president shall become president-elect. If the office of the president-elect becomes vacant, the vice-president shall become president-elect. In addition any officers so advancing shall serve the terms to which they would have originally succeeded. If the office of the vice-president becomes vacant, the president shall instruct the nominating committee to conduct a special election.

Article V. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers of the Association, two members-at-large who shall be elected for staggered two-year terms, the immediate past-president, and the chairmen of the standing committees.

Section 2. The Executive Board shall have the power to act for the Association during the intervals between meetings of the Association.

Section 3. The Executive Committee may act for the Executive Board in an emergency.

Section 4. The Coordinator of School and College Media Services Section of the Library Development Bureau of the Division of the State Library of the New Jersey State Department of Education and representatives from such other associations as the Executive Board may direct shall be invited to attend Executive Board meetings. They shall serve without voting privileges.

Article VI. MEETINGS

There shall be at least two regular meetings per year as provided in the By-Laws. Items of business may be conducted at any regular meeting of the Association.

Article VII. BY-LAWS

Section 1. By-Laws may be adopted and amended by a vote of a majority of the qualified members present and voting at any business meeting, provided that notice of such change has been given in the call of the meeting; or

Section 2. If the vote is by mail, by a majority of those voting, provided that specific notice of the proposed change has been mailed to the membership at least thirty days prior to the announced voting deadline.

Article VIII. AMENDMENTS

Section 1. The Constitution may be amended by a vote of two-thirds of the qualified members present and voting at any business meeting, provided that specific notice of the proposed change has been given in the call of the meeting; or

Section 2. If the vote is by mail, the Constitution may be amended by two-thirds of those voting, provided that specific notice of the proposed

change has been mailed to the membership at least thirty days prior to the announced voting deadline.

Article IX. ASSOCIATION BUSINESS

In matters not covered by this Constitution and its By-Laws, the business of the Association shall be conducted in accordance with Robert's Rules of Order.

BY-LAWS

Article I. RIGHTS AND PRIVILEGES OF MEMBERS

Section 1. Active members are entitled to vote, hold office, and serve on committees.

Section 2. Associate members are privileged to attend all meetings and serve on committees but are not entitled to vote or hold office.

Section 3. Honorary members are entitled to all the privileges of active membership.

Section 4. All members shall be entitled to receive one copy of each communication authorized for general distribution by the Executive Board.

Article II. FINANCE

Section 1. Dues

a. Annual dues shall be $10.00 for Active members; $5.00 for retired Active members; $5.00 for Associate personal members; and $25.00 for Associate commercial organization members. Honorary members pay no dues.

b. If, after due notice by the Membership Chairman, a member has not paid his dues by January first, he shall be dropped from the rolls. He may be reinstated on payment of current dues.

c. The membership year shall coincide with the fiscal year.

d. Any new member joining after January first shall be granted membership through the succeeding fiscal year. This privilege shall be extended only to persons who have not previously been members of the Association.

Section 2. Fiscal year. The fiscal year shall be from July first to June thirtieth.

Section 3. Auditor. The Executive Board shall appoint an auditor to verify the accounts of the Association at the end of each fiscal year and to submit a report in writing to the president.

Article III. MEETINGS

Section 1. There shall be at least two regular meetings of the Association including:

a. A fall meeting in conjunction with the meetings of the New Jersey Education Association.

b. A spring meeting, to be known as the annual meeting, for the purpose of installing elected officers, receiving reports of Officers and committees, and for any other business that may arise.

Section 2. The meetings of the Executive Board may be called by the President at his discretion or upon the written request of a majority of the Board.

Article IV. NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee

a. The president, with the approval of the Executive Board, shall appoint a nominating committee of at least five members before the fall meeting of the Association. This committee shall nominate two active or honorary members for each office of vice-president, recording secretary, treasurer, corresponding secretary, and for each member-at-large to be elected.

b. The report of the committee shall be submitted to the president by January 15.

Section 2. Elections Committee. The president shall appoint an elections committee to prepare the ballots for mailing and to count the returns.

Section 3. Ballots.

a. A ballot shall be mailed to each active and honorary member on or before February 15. Completed ballots must be received by the chairman of the Elections Committee no later than March 15.

b. Each ballot shall clearly provide for names of additional members of the Association to be written in for each officer and member-at-large to be elected.

Section 4. Election. The results of the election by mail vote shall be forwarded to the president and president-elect as soon as completed and announced at the annual spring meeting.

Article V. DUTIES OF OFFICERS AND MEMBERS-AT-LARGE

Section 1. President. It shall be the duty of the president to preside at all meetings of the Association and of the Executive Board; to appoint chairmen of standing committees and to appoint necessary special committees; to call special meetings of the Association and of the Executive Board. The president shall serve as ex-officio member of all committees except the Nominating Committee.

Section 2. President-elect. It shall be the duty of the president-elect to perform the duties of the president in the absence of the president and to serve as chairman of the Program Committee.

Section 3. Vice-President. It shall be the duty of the Vice-President to serve as President in the absence of the President and President-Elect and to serve as a member of the Program Committee.

Section 4. Recording Secretary. It shall be the duty of the recording secretary to keep a record of the proceedings of meetings of the Association and Executive Board; to keep a record of the membership of all committees; to keep an official copy of the Constitution and By-Laws of the Association and of the Handbook of Procedures for Officers and Committee Chairmen at all times.

Section 5. Corresponding Secretary. It shall be the duty of the corresponding secretary to send and receive correspondence for the Association and the Executive Board; to maintain a file of important communications received and copies of those sent; to notify the Executive Board of its meetings, and to distribute copies of the Constitution and By-Laws and the Handbook of Procedures for Officers and Committee Chairmen to each new Executive Board member.

Section 6. Treasurer. It shall be the duty of the treasurer to receive, deposit, and account for all dues and all other funds of the Association; to disburse funds; and to submit reports at all meetings.

Section 7. Members-At-Large. It shall be the duty of members-at-large to represent the membership on the Executive Board and to carry out special duties as assigned to them by the president.

Article VI. Committees

Section 1. Chairmen of standing committees shall be appointed for one year by the incoming president, the appointments to be announced at the annual meeting. Each chairman shall then select as many members as are necessary to carry on the work of the committee.

Section 2. Standing Committees.

a. Archives Committee. It shall be the duty of the Archives Committee to keep all records pertaining to the history of the Association; to keep all official books and records with the exception of current books of minutes of the recording secretary and the current ledger of the treasurer; to keep a file of programs, newspaper clippings and publications of the Association; and to up-date the Handbook of Procedures for Officers and Committee Chairmen as deemed necessary by the Executive Board.

b. Area Libraries Committee. This committee shall serve as liaison between the Directors of Area Libraries and the Association. Committee members shall attend meetings of the Directors of Area Libraries and report to the Executive Board matters of interest and value to school media specialists.

c. County Liaison Committee. This committee shall assist the development of local associations in unorganized areas, promote membership in the state organization, inform local associations on a regular basis regarding NJSMA Board action, assist local associations in planning programs and workshops, and regularly forward county news to the Signal Tab editor.

d. Development of School Media Programs Committee. This committee shall propose and, at the direction of the Executive Board, initiate and implement programs designed to improve school media services in New Jersey.

e. Education for Media Service Committee. This committee shall study and review the needs for education, including continuing education, in New Jersey in the field of school media service, consistent with New Jersey certification requirements, and shall recommend methods to meet these needs.

f. Hospitality Committee. This committee, working closely with the Program Committee, shall make arrangements for meetings and conventions.

g. Intellectual Freedom Committee. This committee shall serve as a liaison between the Association and the Intellectual Freedom Committee of other groups such as NJLA and ALA. It shall advise the Association on matters before such groups and their implications to media service for students. It shall bring to the attention of the Executive Board individual problems in the area of intellectual freedom in any school media center in New Jersey. The committee shall prepare and gather materials which will advise media personnel of available services and support in formulating policies of intellectual freedom and in resisting local pressure and community action designed to impair the rights of users.

h. Legislative Committee. This committee shall keep members informed about legislation pertinent to the affairs of the Association or its members.

i. Membership Committee. This committee shall consist of the appointed chairman with representation from each county. It shall actively promote membership in the Association. The Membership Chairman shall keep the official list of all members of the Association. He shall notify by December first all members who have not yet paid their dues and shall drop from the rolls all members who have not paid dues by January first.

j. Professional Relations Committee. This committee shall represent and interpret the objectives and program of school media centers and of NJSMA to other professional organizations and shall develop ways of working together with them. The committee shall serve as a clearing house for promotional ideas from these groups. It shall be kept informed of progress of all committees within NJSMA making contacts with other professional groups in order to insure a unified program of presentation.

k. Program Committee. This committee shall consist of the president-elect who is chairman, the vice-president, the Hospitality Committee Chairman, the Publicity Chairman, and other appointed members. It shall be responsible for all programs of the Association.

l. Publications Committee. This committee shall be responsible for periodically issuing news and professional publications of interest to Association members.

m. Publicity Committee. This committee shall obtain publicity for the Association through appropriate channels, such as professional journals, newspapers, etc. It shall cooperate with appropriate agencies in keeping the public informed about media programs and their need of support.

n. Scholarship Committee. The Association shall sponsor one or more scholarships and awards to be given to worthy students who are planning to become school media specialists. The Scholarship Committee shall keep the Association informed concerning such scholarships.

o. Signal Tab Committee. This committee shall publish a news-letter which shall serve as a direct line of communication to and from all members. The fall issue of Signal Tab shall list extant committees and committee members and shall contain a form to be used for nominating members to run for office or for volunteering to run for office or to serve on committees. Such names shall be directed to the president.

Approved 11/7/75